

~~ADMINISTRATIVE~~  
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6 JUN 1969

MEMORANDUM FOR: ALL Administrative Officers

SUBJECT : Non-Published Telephones -- Long  
Distance Telephone Calls

1. The C & P Telephone Companies of Washington and Virginia recently notified this Agency that they will no longer continue their practice of deleting charges without conducting further investigations for long distance calls which we are unable to identify. They have advised that the majority of long distance calls are now being placed by direct-distance dialing and charges are recorded by automated accounting equipment. Therefore, the only billing error which might occur would be as a result of incorrect wiring of their equipment.

2. This change by the Telephone Companies makes it imperative that each office maintain a complete and accurate log record of all calls placed from non-published telephones. Incoming collect calls should also be recorded in the log. This record keeping will insure that a thorough audit of the long distance monthly invoice can be conducted, the invoice certified, and returned promptly to the Telephone Facilities Branch of this Office.

3. Responsible officials of each component are again reminded that any exceptions (unidentified calls) noted by the using office on the telephone company invoice will automatically be deleted by the Telephone Facilities Branch, and this action will in turn initiate further investigation by the telephone companies, including contact with the called party to ascertain the correct subscriber.

4. Any inquiries regarding this subject should be referred to the Chief, Telephone Facilities Branch/LSD/OL on extension [REDACTED]

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Chief, Logistics Services Division/OL

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